



Office of Accreditation and Teacher Quality  
700 Governors Drive  
Pierre, South Dakota 57501

## **Initial Teacher Certification Application Instructions & Requirements**

For initial teacher certification, please complete this application as per instructions. Mail the following to the college/university at which you completed your teacher education program:

- Your completed application;
- The non-refundable certification fee in the form of money order, or cashier's or personal check payable to the Department of Education; and
- If required, money to cover the fee for obtaining your official transcript from the college/university.

The receiving institution must:

- Complete all pages of the institutional statement;
- Sign the front page of the institutional statement;
- Attach an official transcript of applicant's credits; and
- Forward all of the above materials to the Department of Education, Office of Accreditation & Teacher Quality.

If your bachelor's degree is more than five years old, you must submit official transcripts verifying your completion of six semester hours of college credit earned from an accredited four-year college/university within the five-year period immediately preceding your application for certification. All preparations and endorsements will need to be validated with an approved Praxis II test. Additional information on the required tests can be found at:

<http://doe.sd.gov/oatq/praxis/index.asp>

If you do not have recent credit or have not taken the appropriate tests, you may be eligible for a one-year certificate.

Ten-year certificate – The department may issue one ten-year certificate to an applicant who has completed an advanced degree, including master's, specialist, doctorate, or National Board Certification - within the previous five-year period.

ARSD 24:15:03:12: <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:15:03:12>

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**Social Security Number**

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Date of Birth

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Last Name                      First                      Initial

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Phone (Day)

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Street Address

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Phone (Evening)

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City                                      State                      Zip+4

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Email (personal)

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Email (work)

## **COLLEGE AND UNIVERSITY AUTHORIZED REPRESENTATIVES**

### **Institutional Statement**

I hereby certify that \_\_\_\_\_ (applicant) satisfactorily completed the following education program(s). See section A for a list of programs.

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Date of program completion

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Date of program completion

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Date of program completion

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Signature of Authorized Official

Title

Date

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College or University

Address

Zip Code

Check the appropriate program completed below. Attach an official transcript and mail the application with all attachments to Office of Accreditation and Teacher Quality, 700 Governors Drive, Pierre, SD 57501.

Note: After July 1, 2005, certain preparations and endorsements need to be validated with a Praxis II test. The colors indicate the following:

Blue – Indicates that both coursework *and* the designated test must be completed to add a major and/or endorsement in the content area(s) to a certificate.

• Green – Indicates tests that may be taken without verification of coursework to add an endorsement(s) to a certificate. (Note: These tests cannot be taken to obtain majors. Other states may not accept endorsement level of preparation for certification.

• Red – Indicates there is no test for this area and that coursework must be completed to add a major and/or endorsement to a certificate.

• Violet – Indicates that the endorsement may be added with either coursework OR the appropriate test.

Additional information on the required tests can be found at: <http://doe.sd.gov/oatq/praxis/index.asp>

## A. Professional Preparation

For the following section, place an “X” in the blank if the applicant has completed an approved program or has met the minimum requirements necessary for qualification. To check program descriptions or minimum requirements, visit

<http://legis.state.sd.us/rules/rules/2415.htm> and <http://legis.state.sd.us/rules/rules/2416.htm>.

### Administrators

An individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota Certificate.

- \_\_\_ 300 PK-12 Principal
- \_\_\_ 301 P-8 Elementary Principal
- \_\_\_ 302 7-12 Secondary Principal
- \_\_\_ 304 P-12 Career School Superintendent

#### Other Administrative Authorizations

- \_\_\_ 350 PK-12 Principal Endorsement
- \_\_\_ 351 PK-8 Elementary Principal Endorsement
- \_\_\_ 352 7-12 Secondary Principal Endorsement
- \_\_\_ 354 Superintendent Endorsement

### Instructors

An individual who has not completed an approved education program for teachers but who is on a professional development plan (PDP).

- \_\_\_ 230 Post-Secondary Instructor
- \_\_\_ 501 K-8 Elementary
- \_\_\_ 502 7-12 Secondary
- \_\_\_ 503 K-12 Instructor
- \_\_\_ 504 Instructor – (1/4 time)
- \_\_\_ 509 7-12 Vocational-Technical Instructor Specialized program or course (1/2 time)

### School Service Specialists

An individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, special education director, curriculum director or business official endorsement and has been issued a South Dakota certificate.

- \_\_\_ 400 School Social Worker
- \_\_\_ 401 School Counselor
- \_\_\_ 402 B-21 School Speech/Language Pathologist
- \_\_\_ 404 B-21 School Psychologist
- \_\_\_ 406 Birth-21 Special Education Director
- \_\_\_ 407 Curriculum Director
- \_\_\_ 412 School Library/Media Specialist

#### Other School Service Specialists Authorizations

- \_\_\_ 405 B-21 School Psychological Examiner Endorsement
- \_\_\_ 452 School Library/Media Endorsement
- \_\_\_ 455 Business Official Endorsement

### Teachers

An individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.

- \_\_\_ 201 Birth- Preschool Education
- \_\_\_ 202 K-8 Elementary Education
- \_\_\_ 203 K-8 Elementary Education w/5-8 Middle Level
- \_\_\_ 204 7-12 Secondary Education
- \_\_\_ 205 7-12 Secondary Education w/5-8 Middle Level
- \_\_\_ 206 K-12 Special Education
- \_\_\_ 209 K-12 Deaf/Hearing Impaired Education
- \_\_\_ 211 K-12 Reading Specialist
- \_\_\_ 213 K-12 Blind/Visually Impaired Education
- \_\_\_ 215 5-8 Middle Level Education
- \_\_\_ 218 K-8 Elementary Education/Special Education
- \_\_\_ 219 Birth – Age 8 Early Childhood
- \_\_\_ 221 Birth- Age 8 Early Childhood/ Birth-Age 8 Special Education
- \_\_\_ 223 K-12 Education

\_\_\_ **224** K-12 Education w/ 5-8 Middle Level

**Other Teacher Authorizations**

\_\_\_ **251** Birth PK Education Endorsement

\_\_\_ **258** K-12 Gifted Endorsement

\_\_\_ **259** K-12 Deaf Endorsement

\_\_\_ **263** K-12 Blind/Visually Impaired Endorsement

\_\_\_ **264** Kindergarten Endorsement

\_\_\_ **265** Middle School Endorsement

\_\_\_ **267** Birth PK Special Education Endorsement

**B. Degree Program Endorsement (24:15:02:05 & 06)**

Place an “X” in the blank before the appropriate 3-digit codes to identify the endorsement level of a degree with a major or equivalent.

**C. Endorsement Program Endorsements (24:15:02:05 & 06)**

Place an “X” in the blank before the appropriate 4-digit codes to identify the endorsement level of an approved minor or less. The Department of Education will evaluate out-of-state transcripts and identify endorsement eligibility.

**Art Education**

\_\_\_ **620** K-12 Art Education (24:16:08:31)

\_\_\_ **6200** K-12 Art Education Endorsement  
(24:15:06:14)

**Coaching Endorsements–Varsity Head Coach (24:16:08:58)**

\_\_\_ **7011** Basketball

\_\_\_ **7012** Football

\_\_\_ **7013** Golf

\_\_\_ **7014** Gymnastics

\_\_\_ **7015** Swimming

\_\_\_ **7016** Tennis

\_\_\_ **7017** Track/Cross Country

\_\_\_ **7018** Volleyball

\_\_\_ **7019** Wrestling

\_\_\_ **7020** Soccer

**Other Coaching Endorsements–All Sports**

\_\_\_ **7021** 7-12 Assistant Varsity Coach

\_\_\_ **7022** Middle School/Junior High Coach

\_\_\_ **7023** K-8 Elementary Coach

**Educational Technology**

\_\_\_ **671** K-12 Educational Technology Education  
(24:16:08:35)

\_\_\_ **6710** K-12 Educational Technology  
Endorsement (24:15:06:16)

**Health/Physical Education**

\_\_\_ **630** K-12 Health/Physical Education (for SD graduates  
admitted to an approved HPE program prior to 9/1/00)

\_\_\_ **631** K-12 Comprehensive School Health Education  
(24:16:08:33)

\_\_\_ **6310** K-12 Comprehensive School Health  
Education Endorsement (24:15:06:15)

\_\_\_ **632** K-12 Physical Education (24:16:08:40)

\_\_\_ **6320** K-12 Physical Education Endorsement  
(24:15:06:19)

\_\_\_ **6330** K-12 Adapted Physical Education  
Endorsement (24:15:06:20)

**Language Arts Education**

\_\_\_ **570** 7-12 Language Arts – Composite (24:16:08:12(1))

\_\_\_ **5710** 7-12 Language Arts: English Education  
Endorsement (Composition/Grammar)  
(24:15:06:06 (1))

\_\_\_ **5720** 7-12 Language Arts: English Education  
Endorsement (Literature) (24:15:06:06 (3))

\_\_\_ **5760** Language Arts:  
Speech/Debate/Drama/Theater Endorsement  
(24:15:06:06 (6))

\_\_\_ **5770** Language Arts:  
Composition/Grammar/Mass Communications  
Endorsement (24:15:06:06 (7))

\_\_\_ **5780** Language Arts: Literature and  
Composition/Grammar Endorsement  
(24:15:06:06 (8))

\_\_\_ **571** 7-12 English/Language Arts (for SD graduates  
admitted to approved English/Language Arts program  
prior to 9/1/00)

\_\_\_ **573** 7-12 Language Arts: Speech/Debate  
(24:16:08:12(5))

\_\_\_ **5730** 7-12 Language Arts: Speech/Debate  
Endorsement (24:15:06:06 (5))

\_\_\_ **574** 7-12 Language Arts: Drama/Theater  
(24:16:08:12(2))

\_\_\_ **5740** 7-12 Language Arts: Drama/Theater  
Endorsement (24:15:06:06 (2))

\_\_\_ **575** 7-12 Language Arts: Mass Communications  
(24:16:08:12(4))

\_\_\_ **5750** 7-12 Language Arts: Mass  
Communications Endorsement (24:15:06:06  
(4))

\_\_\_ **576** 7-12 Language Arts: English  
Education(Composition/Literature/Speech)  
(24:16:08:12(3))

**Mathematics Education**

\_\_\_ **580** 7-12 Mathematics Education (24:16:08:14)

\_\_\_ **5800** 7-12 Mathematics Education Endorsement  
(24:15:06:07)

## **Middle Level Education Endorsements**

- \_\_\_ **2001** 5-8 Middle Level Education  
Endorsement– Language Arts (24:15:06:04(1))
- \_\_\_ **2002** 5-8 Middle Level Education Endorsement  
– Social Science (24:15:06:04 (4))
- \_\_\_ **2003** 5-8 Middle Level Education Endorsement  
– Natural Science (24:15:06:04 (3))
- \_\_\_ **2004** 5-8 Middle Level Education  
Endorsement– Mathematics (24:15:06:04 (2))

## **Music Education**

- \_\_\_ **650** K-12 Music Education – Composite (24:16:08:38  
(1-9))
- \_\_\_ **651** K-12 Music Education – Vocal Music  
(24:16:08:38(1-6 and subdivision 9))
  - \_\_\_ **6510** K-12 Music Education – Vocal Music  
Endorsement (24:15:06:18)
- \_\_\_ **652** K-12 Music Education – Instrumental Music  
(24:16:08:38(1-4 and 7-9))
  - \_\_\_ **6520** K-12 Music Education – Instrumental  
Music Endorsement (24:15:06:18)

## **Science Education**

- \_\_\_ **591** 7-12 Science Education – Biology (24:16:08:16(1))
  - \_\_\_ **5910** 7-12 Science Education – Biology  
Endorsement (24:15:06:08 (1))
- \_\_\_ **592** 7-12 Science Education – Chemistry  
(24:16:08:16(2))
  - \_\_\_ **5920** 7-12 Science Education – Chemistry  
Endorsement (24:15:06:08 (2))
- \_\_\_ **593** 7-12 Science Education – Physics (24:16:08:16(3))
  - \_\_\_ **5930** 7-12 Science Education –Physics  
Endorsement (24:15:06:08 (3))
- \_\_\_ **594** 7-12 Science Education – Physical Science  
(24:16:08:16(5))
  - \_\_\_ **5940** 7-12 Science Education – Physical  
Science Endorsement 24:15:06:08 (5))
- \_\_\_ **595** 7-12 Science Education – Earth Science  
24:16:08:16(4))
  - \_\_\_ **5950** 7-12 Science Education – Earth Science  
Endorsement (24:15:06:08 (4))

## **Social Science Education**

- \_\_\_ **600** 7-12 Social Science Education – Composite  
(24:16:08:18(1))
- \_\_\_ **601** 7-12 Social Science Education – History  
(24:16:08:18(4))
  - \_\_\_ **6010** 7-12 Social Science Education - History  
Endorsement (24:15:06:09 (2))
- \_\_\_ **602** 7-12 Social Science Education – Political Science  
(24:16:08:18(5))
  - \_\_\_ **6020** 7-12 Social Science Education - Political  
Science Endorsement (24:15:06:09 (4))
- \_\_\_ **603** 7-12 Social Science Education – Geography  
(24:16:08:18(3))
  - \_\_\_ **6030** 7-12 Social Science Education -  
Geography Endorsement (24:15:06:09 (3))

- \_\_\_ **604** 7-12 Social Science Education – Economics  
(24:16:08:18(2))
  - \_\_\_ **6040** 7-12 Social Science Education -  
Economics Endorsement (24:15:06:09 (1))
- \_\_\_ **605** 7-12 Social Science Education – Sociology  
(24:16:08:18(7))
  - \_\_\_ **6050** 7-12 Social Science Education -  
Sociology Endorsement (24:15:06:09 (6))
- \_\_\_ **606** 7-12 Social Science Education - Psychology  
(24:16:08:18(6))
  - \_\_\_ **6060** 7-12 Social Science Education -  
Psychology Endorsement (24:15:06:09 (5))
- \_\_\_ **608** K-12 South Dakota Indian studies (24:16:08:43)
  - \_\_\_ **6080** K-12 South Dakota Indian studies  
Endorsement (24:15:06:21)

## **Stand Alone Instructor Endorsements**

- \_\_\_ **6810** 7-12 Driver Education Endorsement–  
Instructor (24:15:01:01(10), 24:15:03:08,  
24:16:08:56)
- \_\_\_ **8002** Junior ROTC Education Endorsement  
(24:16:08:57)
- \_\_\_ **9011** K-12 American Sign Language Education  
Endorsement (24:16:08:53)
- \_\_\_ **9013** K-12 Braille Education Endorsement  
(24:16:08:54)

## **Vocational-Technical Education**

- \_\_\_ **510** 7-12 Agriculture Education (24:16:08:22)
- \_\_\_ **520** 7-12 Business Education (24:16:08:23)
  - \_\_\_ **5200** 7-12 Business Education Endorsement  
(24:15:06:11)
- \_\_\_ **530** 7-12 Marketing Education (24:16:08:26)
  - \_\_\_ **5300** 7-12 Marketing Education Endorsement  
(24:15:06:12)
- \_\_\_ **550** 7-12 Family and Consumer Sciences Education  
(24:16:08:25)
- \_\_\_ **561** 7-12 Technology Education (24:16:08:28)
  - \_\_\_ **5610** 7-12 Technology Education Endorsement  
(24:15:06:13)
- \_\_\_ **610** 7-12 Trade and Industry or Health and Human  
Services (24:16:08:20)
  - \_\_\_ **6100** 7-12 Voc./Tech. Trade and Industry  
Endorsement (24:16:08:21)
  - \_\_\_ **6153** 7-12 Voc./Tech. Health and Human  
Services Endorsement (24:15:06:10)

## **Vocational-Technical Education**

### **Endorsements (24:16:08:21)**

- \_\_\_ **6721** New & Emerging Agriculture Education
- \_\_\_ **6722** New & Emerging Business Education
- \_\_\_ **6723** New & Emerging Marketing Education
- \_\_\_ **6724** New & Emerging Occupational Family and Consumer Sciences Education
- \_\_\_ **6725** New & Emerging Trades and Industry Education
- \_\_\_ **6726** New & Emerging Health and Human Services Education
- \_\_\_ **6727** Vocational-related Bachelor's Degree

## **World Languages Education**

- \_\_\_ **541** K-12 Latin (24:16:08:48)
- \_\_\_ 5410 K-12 Latin Endorsement (24:15:06:24)
- \_\_\_ **542** K-12 French (24:16:08:48)

- \_\_\_ 5420 K-12 French Endorsement (24:15:06:24)
- \_\_\_ **543** K-12 German (24:16:08:48)
- \_\_\_ 5430 K-12 German Endorsement (24:15:06:24)
- \_\_\_ **544** K-12 Spanish (24:16:08:48)
- \_\_\_ 5440 K-12 Spanish Endorsement (24:15:06:24)
- \_\_\_ **547** K-12 Lakota Languages (24:16:08:48)
- \_\_\_ 5470 K-12 Lakota Languages Endorsement (24:15:06:29)
- \_\_\_ **9002** K-12 Instructor Lakota Languages Endorsement (24:15:01:01(10) )
- \_\_\_ **579** K-12 Other Languages (24:16:08:48)
- \_\_\_ **5790** K-12 Other Languages Endorsement (24:16:08:49)
- \_\_\_ **5791** K-12 English as a New Language Endorsement (24:15:06:25)